

S E C R E T

DEVELOPMENT PROJECTS DIVISION  
DPD FIELD NOTICE N22-1

TRAVEL

INCREASED PER DIEM AND

MILEAGE RATES

25X1A

REFERENCE: [REDACTED]

1. GENERAL

On 14 August 1961, the President approved Public Law 87-139 which increases the maximum per diem rate from \$12.00 to \$16.00 and the maximum mileage rate from 10¢ to 12¢ per mile.

2. PURPOSE

This notice, effective immediately, is to authorize the increase for official DPD travelers.

3. APPLICATION

The change is applicable to all personnel except as follows:

- a. Detailed military personnel shall be allowed the travel benefits of their parent services [REDACTED] Para 3, a).
- b. Contract personnel will be governed by the provision of their contract.

4. PROCEDURES

- a. A memorandum will be forwarded to the Comptroller providing for the one-time amendment of all affected DPD travel orders to reflect the change in the law. No action on the part of DPD components is required.
- b. In all future travel requests, the expression, "maximum per diem as authorized by Regulations" will be used.
- c. For those individuals performing travel which began prior to 14 August 1961 and ended subsequent to the date, the old rate of \$12.00 a day and 10¢ per mile will be used thru 13 August 1961 and the new rates for the balance.
- d. The increase is not retroactive.

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DEVELOPMENT PROJECTS DIVISION  
DPD FIELD NOTICE N22-1

TRAVEL

5. RESPONSIBILITIES

Chief, Administrative Staff, DPD, is charged with taking necessary steps to amend all orders as outlined in Paragraph 3, a, above, and in disseminating any additional information relative to the change.

25X1A

Released by:

25X1A

Distribution:

1 - All DPD Domestic Field Bases and Stations:

25X1A

25X1A

Edwards AFB 24 AUG 1961 #384

24 AUG 1961 #923

Security 24 AUG 1961 #246

Commo -

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DEVELOPMENT PROJECTS DIVISION  
DPD HQS NOTICE N22-1

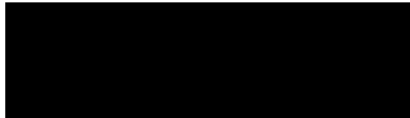
TRAVEL  
18 August 1961

INCREASED PER DIEM AND

MILEAGE RATES

25X1A

REFERENCES: A.  
B.



1. GENERAL

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2. PURPOSE

This notice, effective immediately, is to authorize the increase for official DPD travelers.

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- a. Detailed military personnel shall be allowed the travel benefits of their parent services (██████████ Paragraph 2,a).
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DEVELOPMENT PROJECTS DIVISION  
DPD HQS NOTICE N22-1

TRAVEL

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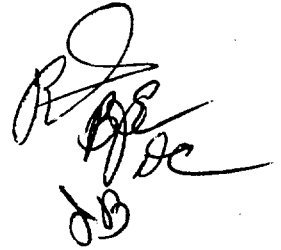
STANLEY W. BEERLI  
Colonel, USAF  
Acting Chief, DPD-DD/P

Released by:

25X1A

JAMES A. CUNNINGHAM, JR.  
Assistant Chief, DPD-DD/P

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Handwritten signature and initials, possibly 'R. J. De' and 'JB', in the top right corner.

OFFICE OF SPECIAL ACTIVITIES  
OSA HEADQUARTERS NOTICE 22-3

TRAVEL  
20 FEBRUARY 1963

REQUEST FOR TRAVEL

25X1A

1. In accordance with [REDACTED] all requests for travel will be signed by Division and Staff Chiefs or their Deputies as requesting officers in the appropriate space provided on the Request for Travel form. Requests for travel will be approved by the Chief, Administrative Division, Assistant Director, Deputy Assistant Director or the Executive Officer. All travel performed by Division and Staff Chiefs, both domestic and overseas, will be approved by either the Assistant Director, Deputy Assistant Director or by the Executive Officer.

2. In order to insure that all normal travel requests are initiated prior to the commencement of travel, the responsibilities outlined below will apply to the designated OSA components.

a. Division and Staff Chiefs have the responsibility of initiating travel requests on all TDY travel performed by individuals under their supervisory jurisdiction.

b. Travel requests will be submitted at least three working days in advance of the scheduled departure date where feasible.

c. Chief, Travel Branch will not advance funds for travel until he has received an approved travel order.

3. In order to avoid retroactive amendments all travel requests should clearly indicate any special provisions in the spaces provided for this purpose. When special provisions are deemed necessary because of unusual circumstances they should be so justified.

4. Division and Staff Chiefs have the additional responsibility of insuring that proper accountings are rendered within the specified time (due date) following completion of travel. It is

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recognized that occasions will arise whereby travel must be performed on a "crash" basis and it may be impossible to comply with paragraphs 2b and c of this Notice. However, the normal travel request should be processed in accordance with this Notice.

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*for* JACK C. GLEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES  
OSA HEADQUARTERS NOTICE 22-4

TRAVEL  
28 FEBRUARY 1963

PCS TRAVEL VIA PRIVATELY OWNED VEHICLES

1. The Office of Special Activities will follow the policy of allowing PCS employees to drive privately owned vehicles to domestic PCS assignments on the following expense bases.

a. \$.12 per mile not to exceed the cost of transportation available by common carrier.

b. \$.12 per mile as being more advantageous to the Government.

2. When three or more full-fare, authorized travelers travel together on the same trip and in the same vehicle, mileage at \$.12 per mile will be authorized as being more advantageous to the Government.

3. Employees assigned PCS to the geographical area of [REDACTED] or to Edwards AFB will be authorized mileage at \$.12 per mile regardless of the number of authorized travelers as being in the best interest of the Agency.

4. When transportation is authorized by privately owned vehicle as being more advantageous to the Government, per diem will be computed on the basis of not less than 300 miles per day with travel time not chargeable to annual leave. Travel time will include holidays, Saturdays, and Sundays.

5. If the traveler elects not to travel on holidays, Saturdays, or Sundays, authorized per diem will not be paid for such days.

6. When for the traveler's personal convenience or through the taking of leave there is an interruption of travel or deviation from the direct route, per diem and mileage reimbursement will not exceed that which would have incurred had the travel been by the most direct route.


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7. When transportation is authorized by privately owned vehicle not to exceed the cost of transportation available by commercial air, travel costs will be computed on the basis of commercial air, e.g., per diem against per diem, transportation against transportation. Excess time required for travel via POW will normally be charged as annual leave, compensatory time off, or leave without pay, as appropriate.

8. In those cases where the provisions of paragraphs 2 and 3 above do not clearly apply, reimbursement will be determined by the OSA Administrative Division.

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JACK C. LEEFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)

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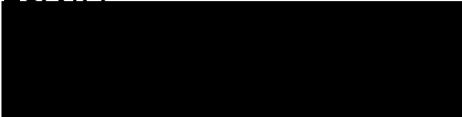
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OFFICE OF SPECIAL ACTIVITIES  
OSA HEADQUARTERS NOTICE 22-5

TRAVEL  
28 FEBRUARY 1963

1. The Office of Special Activities will follow the general policy of disallowing domestic travel via air first class (either jet or conventional type aircraft) unless such is specifically authorized in the travel order or certification is made by the traveler at the time of accounting that a lower class of accommodations was not available at the time of travel and travel via first class was necessary to meet operational requirements.
2. First class accommodations are authorized when night travel is performed between the hours of 2100 and 0700 and such travel is in excess of 4 hours.
3. If an exception to the restriction on first class travel is believed justified by a supervisor, an explanatory statement offering such justification should be included on the Request for Travel form.

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Acting Chief  
Administrative Division  
OSA

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TRAVEL

-02415A000700060029-6

Rental of Automobile

1. Effective immediately, OSA approving officers for official travel will not approve rental of automobile unless sufficient justification for such rental is included on the Request for Travel form. A vague statement such as "necessary to meet operational requirements" will not suffice.

2. Normally, rental of automobile is restricted to those instances where necessity so dictates or where it is readily apparent that automobile rental would be cheaper to the U. S. Government than the use of taxi or other public transportation. In those cases where two or more travelers are traveling together and when automobile rental can be justified, only one traveler in the group will be granted such authorization.

25X1A

JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

TRAVEL  
9 APRIL 1963

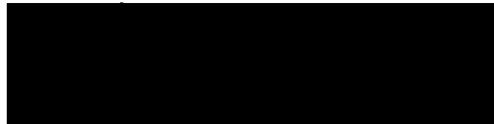
*Handwritten initials and signatures:*  
RS, JPT, BJR, A, BR

PCS TRAVEL

1. Effective immediately, all PCS travel, whether originating from Headquarters or from OSA field areas, will be the action responsibility of OSA Personnel Branch. All incoming dispatches and cables concerning PCS movement of all OSA personnel will be forwarded to the Personnel Branch for action.

2. Responsibility of the Personnel Branch will include, but will not be limited to, preparation of the Request for Travel form and a determination of PCS travel entitlements to include dependents travel, shipment and storage of household effects, baggage, automobile, etc.

3. The above in no way effects the assigned responsibilities of the OSA Travel Branch.



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JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

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*[Handwritten mark]*

OFFICE OF SPECIAL ACTIVITIES  
OSA NOTICE NO. 22-8

TRAVEL  
24 MAY 1963

REIMBURSEMENT FOR OFFICIAL TRAVEL BY  
PRIVATELY OWNED CONVEYANCE WITHIN AND  
ADJACENT TO PERMANENT DUTY STATIONS  
AND TEMPORARY DUTY STATIONS FOR  
MILITARY PERSONNEL

1. Effective 1 June 1963, military personnel who travel by privately owned conveyance in conducting official business within and adjacent to permanent duty stations and temporary duty stations are entitled to reimbursement at a rate of 10¢ a mile. In addition to the mileage allowance, reimbursement is authorized for actual costs of ferry fares, bridge, road, and tunnel tolls incurred in connection with such use of privately owned conveyance.

2. Provisions of the Joint Travel Regulations pertaining to reimbursement for travel via privately owned conveyance other than the above remain unchanged.

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Acting Chief/  
Support Division, OSA

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060029-6

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*Handwritten:* PS BOC  
JB  
RCP

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 22-~~12~~

TRAVEL  
6 MARCH 1964

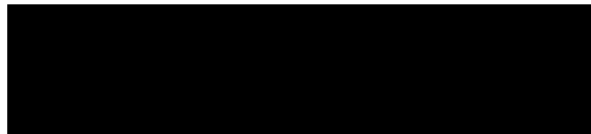
FIRST CLASS AIR TRAVEL

1. A recent DD/S&T Memorandum dealing with the subject of first class domestic air travel is quoted, in part, below:

"As a policy matter this Directorate will approve the use of first class air transportation from the West Coast of the U.S. to Washington when the traveler departs, after a complete day of duty on the West Coast, after 8:30 P.M., local time for Headquarters and performs a full day of duty upon arrival at Washington. The purpose behind the policy determination is to insure the traveler the most advantageous conditions for rest when he is deprived of a more normal sleeping environment."

2. Personnel arranging for their own travel from the West Coast to Washington should act accordingly.

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JACK C. LEDFORD  
Colonel USAF  
Assistant Director  
(Special Activities)

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*RS RCP*

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 22-13

TRAVEL  
4 JUNE 1964

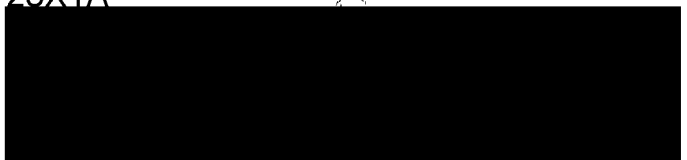
UNIFORM TRAVEL REQUEST

1. Effective 1 July 1964, all OSA-DD/S&T offices are requested to begin using Travel Order Work Sheet form number 540a as the uniform TRAVEL REQUEST replacing the old mimeograph REQUEST sheets. Form 540a is available in the Supply Room - GJ 26 Headquarters Building.

2. Attached is a sample copy of FORM 540a which reflects the type of information needed by the Travel section to prepare an OFFICIAL TRAVEL ORDER.

3. If you have any questions, please call Travel Branch, on extension 5584.

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CHIEF SUPPORT DIVISION  
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S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 22-16

TRAVEL  
19 NOVEMBER 1964

REFERENCES: OSA Hqs Notice No. 22-11  
OSA Hqs Notice No. 22-6

TRAVEL REGULATIONS

1. The two referenced notices are again called to your attention.

2. In completing the Travel Order Work Sheet, it is requested that the exact itinerary of the traveler be provided. For example, travel to [REDACTED] should be so stated on the work sheet--listing Los Angeles will not suffice. Further, TDY travel to Detachment H should be so listed--not [REDACTED]

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3. Travel approving officers will not approve rental of automobile unless sufficient justification for such rental is included on the travel work sheet. Travel request not containing sufficient justification will be returned to the originating office.

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[REDACTED]  
Chief, Support Division  
OSA

S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 22-17

TRAVEL  
13 SEPTEMBER 1965

### FREE BAGGAGE ALLOWANCE AND EXCESS BAGGAGE RATES

1. Listed below are the free baggage allowances and excess baggage rates for the carriers shown. This information is correct as to any actions or filings presented to the C.A.B. as of Friday, 6 August 1965. Carriers which are not listed or made reference to in the Free Baggage Allowance or Excess Baggage Rates sections allow 40 pounds free baggage and charge  $\frac{1}{2}$  of 1% per pound of the applicable one way First Class propeller fare for excess baggage. International passengers receive a free baggage allowance of 66 pounds on First Class and Category Z and 44 pounds on Coach and Economy.

2. Such items as bowling equipment, golf equipment, ski equipment and shooting equipment are not included in free baggage. In most cases the carrier has specific charges published.

### FREE BAGGAGE ALLOWANCE

PER-PIECE (Applicable for travel within the Continental U.S./ Canada only except for Northwest and United which also apply between the Continental U.S. and Hawaii)

American, Braniff, Continental, Delta\*, Eastern\*, Frontier, National\*, Northeast\*, Northwest, Pacific, Trans World, United and Western

1st Bag ③ Dimensions in Inches length+height+width 62	2nd Bag Dimensions in Inches length+height+width 55	3rd Bag ① Dimensions in Inches length+height+width 45 ②
--	--	--

\*Subject to C.A.B. approval.

#### NOTES:

- ① The third bag is to be carried on board. It may consist of one or more bags that together are equal to or less than the dimensional limit and are capable of being stowed under the passenger's seat.

The third bag dimension maximum for Western is 40 inches. The third bag dimension maximum for Delta and Eastern for carry on is 36 inches; 45 inches may be used only when the bag(s) is to be carried in the cargo compartment.

Eastern allows up to 70 pounds per bag for each dimensional limit. Any bag over the weight limit will be charged the excess baggage rate applicable.

### EXCESS BAGGAGE RATES

American, Braniff, Continental, Delta, Eastern, Frontier, National, Northeast, Northwest, Pacific, Trans World, United and Western

One Way Jet Coach Fare* U.S.\$ or CA\$ (EA+TW U.S.\$ only)	Charge per each piece of excess or oversize baggage
\$ 25.00 or Under	\$2.00
\$ 25.01 to 50.00	\$3.00
\$ 50.01 to 120.00	\$4.00
\$120.00 to 200.00	\$5.00
Over \$200.00	\$6.00

\*If no jet coach fare is published, use the First Class propeller fare.

Examples of travel on carriers with differing baggage regulations:

Dulles - San Francisco via Trans World Airlines  
3 bags meeting dimensional requirements totaling 250 lbs.  
with each bag weighing over 70 lbs. . . . . all free

San Francisco - Portland via West Coast Airlines which  
allows only 50 lbs. per passenger  
(200 lbs @ 22¢/lb.) excess charge . . . . . \$44.00

Portland - New York City via United Airlines  
3 bags meeting dimensional requirements totaling 250 lbs.  
. . . . . all free

New York City - Washington, D. C. via Eastern Airlines  
(3 bags - each over 70 lbs.) excess charge . . . . . \$6.00

It is suggested that any traveler anticipating travel off the major trunk lines consult with the Travel Branch

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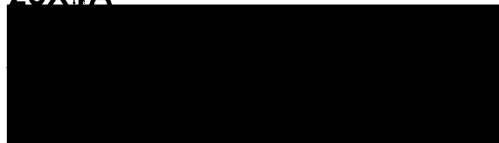
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regarding baggage charges. Excess baggage will not be authorized unless officially justifiable:

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Acting Chief  
Support Division, OSA

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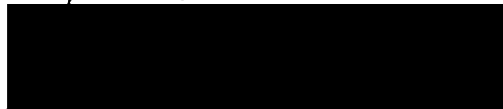
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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 22-18

TRAVEL  
5 NOVEMBER 1965

TRAVEL REGULATIONS

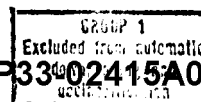
All OSA personnel whose itineraries reflect a stop-over at military installations are reminded that travel vouchers must reflect statements as to the availability of quarters and the availability of Government messing facilities, both of which affect the amount of per diem payments allowable. The JTR's require that officers state whether or not open mess is available.



Deputy Chief  
Support Division, OSA

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CONFIDENTIAL

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 22-19

TRAVEL  
4 OCTOBER 1967

TRAVEL TO [REDACTED] STATION

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The following memo re travel to [REDACTED] has just been received from 25X1A Chief, [REDACTED]. Please comply with the requests noted therein.

25X1A

"1. We have noted recently a considerable increase in the number of Agency personnel from all components traveling either to or through [REDACTED] on both a TDY and PCS status.

25X1A

2. We wish to call to the attention of all a recently received request from the Station which was orally reinforced by COS, [REDACTED] during his recent TDY that the Station not be asked either to meet travelers at the airport or arrange for hotel reservations unless there is a clear-cut and compelling operational need for either or both actions on the part of the Station. As it pointed out, most of the airlines on which one travels to [REDACTED] and particularly 25X1A PAA and NWA, are in a much better position to arrange travel accommodations in [REDACTED] than is the Station, as the airlines block en masse rooms in various hotels.

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3. [REDACTED] will not coordinate on travel notifications requesting the Station to meet or arrange for hotel accommodations unless the criteria set forth in para 2 are clearly met. The cooperation of all is solicited."

25X1A

[REDACTED]  
Deputy Director of Special Activities

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060029-6

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 22-5-1

TRAVEL  
18 December 1967

1. A change in Headquarters and Field Regulations effective 1 January 1968, reduces the per diem rate payable to civilian employees as follows:

"For Travel Aboard Ships, Trains, or Airplanes. While traveling for 6 hours or more by airplane, train, or ship to, from, or between points outside the continental U. S., including stopovers of less than 6 hours, the maximum rate of per diem is \$6.00".

2. Examples of overseas travel per diem computations are attached for your information.

25X1A

Comptroller,  
OSA-DD/S&T

Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060029-6

EXAMPLES OF PER DIEM COMPUTATIONS

EFFECTIVE 1 JANUARY 1968

<u>DATE</u>	<u>ITINERARY TDY</u>	<u>PER DIEM COMPUTATION</u>		
1	[REDACTED] 0930	1/2 day @ 6.00	\$3.00	
	[REDACTED] 1125	1/4 day @ 18.00	4.50	
	[REDACTED] 1245			
	[REDACTED] 1605			
2	[REDACTED] 0900	1/2 day @ 18.00	9.00	
	[REDACTED] 1555	1/4 day @ 6.00	1.50	
	[REDACTED] 2315	1/4 day @ 16.00	4.00	
3.	[REDACTED] 0643	1/2 day @ 6.00	3.00	
			<u>\$25.00</u>	

	<u>T</u>	<u>COM AIR</u>	<u>PER DIEM COMPUTATION</u>		
1	[REDACTED]	0900	1/2 day @ 6.00	3.00	
25X1A 2	[REDACTED]	1800	1/4 day @ 18.00	4.50	
3	[REDACTED]	0800	IDL	-0-	
	[REDACTED]	1115			
4	[REDACTED]		1 day . @ 16.00 TDY	16.00	
5	[REDACTED]	1340	3/4 day @ 16.00	12.00	
	[REDACTED]	1827	1/4 day @ 6.00	1.50	
	[REDACTED]	2045	IDL 1 day@ 6.00	6.00	
	[REDACTED]	1450			
	[REDACTED]	1555			
	[REDACTED]	2323			
				<u>\$43.00</u>	



OFFICE OF SPECIAL ACTIVITIES  
OSA NOTICE NO: 22-20

TRAVEL  
20 APRIL 1970


FLORIDA TRAVEL

1. Special Operations Division/DDP has instituted a weekly courier and passenger flight service between Washington, D.C. and Miami, Florida.

2. The aircraft, a Beechcraft 99, will depart Washington National Airport every Monday at 0900 with arrival at Homestead AFB at 1430. The return flight will be every Tuesday at 0900 from Homestead AFB with arrival at National Airport at 1430.

3. Additional details regarding this flight may be obtained at Travel Branch, OSA or Security Staff, OSA. All duty travelers to Florida are urged to take advantage of this service where possible.

25X1A

  
DONALD H. ROSS  
Brigadier General, USAF  
Director of Special Activities

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060029-6

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 22-5-22

TRAVEL  
10 APRIL 1972

AMENDMENTS TO AGENCY TRAVEL REGULATIONS

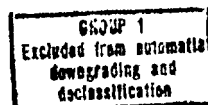
1. The CIA Travel Regulations, governing travel of OSA civilians, were amended effective 20 January to incorporate provisions of the revised Standardized Government Travel Regulations. Changes of general interest to civilian travellers are as follows:

- a. Round-trip mileage for use of a privately-owned vehicle in lieu of a taxi cab to and from terminals has been increased from 10¢ to 11¢ per mile.
- b. Effective with this revision, per diem begins and ends when the employee leaves and returns to his home or office. Heretofore an employee's entitlement to per diem began when the employee departed the terminal and ceased when he returned to the terminal.
- c. Several modifications and clarifications were made in connection with per diem entitlements when leave is taken while on temporary duty. The principal change provides that leave of absence for the last part of one workday which extends into leave of absence at the beginning of the next workday will be disregarded for subsistence purposes if the leave of absence on both days combined does not exceed one-half of the prescribed working hours for one day.

2. Other recent amendments to the travel regulations:

- a. Authorize reimbursement up to the deductible amount (usually \$100) for payments to cover damage to a rental vehicle being used for official business (See OSA Hqs. Notice No. 30-5-11, dated 15 Feb. 1972).

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Page 2

- b. Require an employee to bear cancellation costs resulting from his unjustified failure to give adequate cancellation notice to carriers and to turn in to the Organization penalty payments received from air carriers for failure to furnish confirmed accommodations.
- c. Authorize reimbursement for the cost of travel for employees and their dependents to obtain directed inoculations and medical examinations.

3. While not part of the above revisions, civilian PCS assignees to overseas locations should be aware that the Office of General Counsel has ruled that a foreign-manufactured vehicle may be shipped to an overseas location provided that the employee or his dependent has ownership of the vehicle prior to the shipment of the vehicle.

4. Application to Military Personnel - Although the Joint Travel Regulations also have incorporated amendments based on the revision of the Standardized Government Travel Regulations, the changes do not always coincide with those set forth in the previous paragraphs. Specifically, round-trip mileage, as set forth in paragraph 1a above, remains at 7¢ for uniformed personnel. No change has been made in the methods prescribed for the computation of per diem in the JTR's, as set forth in sub-paragraphs 1b and c, above. The provisions of paragraph 2a have been included in the JTR's. The provisions of paragraphs 2b and c and 3 above are unique to the Agency regulations. Questions pertaining to military personnel should be referred to the Military Personnel Technician.

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WENDELL L. BEVAN  
Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS. NOTICE NO. 22-5-23


TRAVEL  
31 MAY 1972

COSTS IN CONNECTION WITH RESERVING

SLEEPING ACCOMMODATIONS

Frequently representatives of the OSA Travel Branch are requested to make reservations for hotel or motel rooms at TDY points. In some instances the making of these reservations requires use of commercial long distance telephone lines. By regulation, telephone tolls and other charges in connection with sleeping accommodations are subsistence expenses covered by per diem. Accordingly, where costs are incurred by the Travel Branch, these costs must be reimbursed by the individual or individuals requesting the reservations.

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WENDELL L. BEVAN  
Brigadier General, USAF  
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
CIA HEADQUARTERS NOTICE NO. 22-5-24

TRAVEL  
30 June 1972

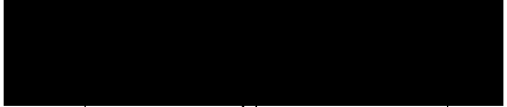
CHANGE IN PER DIEM COMPUTATIONS FOR UNIFORMED PERSONNEL

1. Effective 1 July 1972, Volume I of the Joint Travel Regulations is being amended to authorize payment of temporary duty per diem from the time of departure from home or office to the time of return. This authorization is similar to that previously granted to civilians.

2. The pertinent paragraph (M4205, 3B.) is quoted below in its entirety:

"Beginning and Ending of Travel Status. For per diem computation purposes, official travel status begins at the time the member leaves his home, office, or other point of departure at his permanent duty station, whichever occurs last, and ends when he returns to his home, office, or other point at his permanent duty station, whichever occurs first. However, when the time of departure is within 30 minutes prior to the end of a quarter day, or the time of return is within 30 minutes after the beginning of a quarter day per diem for either such quarter day will not be allowed in the absence of a statement explaining the official necessity for the time of departure or return."

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WENDELL L. BEVAN  
Brigadier General, USAF  
Director of Special Activities